# *Using a Mouse*

1984 marked a major change in how we interact with a computer by introducing the "Mouse." Twenty plus years later, it is still the primary means of navigating within the computer environment.

A Mouse can come with any variety of buttons, ranging from one to five with a scroll wheel. The focus here is that for PC use, you will always have the primary Left and Right buttons that you operate using your index and forefingers.

The Mouse is used to move the cursor around your computer screen and to initiate an action. Your cursor is usually identified on the screen as an Arrow.

By placing your cursor on top of a file and pressing a Mouse button, you initiate an action towards that file.

**Left clicking** on the file, **Selects** the file. You can tell that it is selected because it is now highlighted.
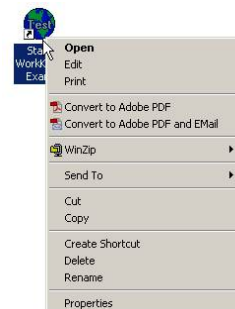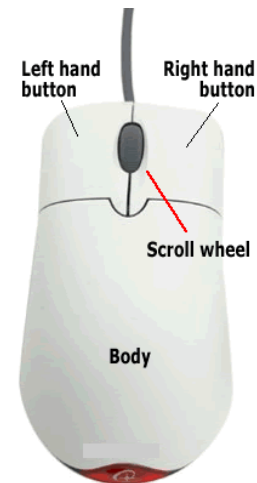
***Double-clicking** the **left button** on the file, **Activates** or **Executes** whatever that file represents.

****Right clicking** on a file brings up an **Alternate menu**. That Alternate menu will give you options that you can do with that file. These options vary per type of file.

The **Scroll Wheel** on a Mouse is used scroll a document or web site up and down on your display. This allows you to see information that is not readily on your screen. (NOTE: Not all mice have a scroll wheel)

*Using this format, it is impractical for a screen shot to demonstrate Double-Clicking
**Alternate Menus will be discussed in a later lesson

# *Click & Drag*

You can also use your Mouse to move your desktop files to where you would like them.  This is known as **Click & Drag**.

First, **Select** the file that you wish to move by **Left clicking** on it.

Once it is **Selected**, hold down the **Left** button (on the file) and move your file to its new location.

Once there, release the Mouse button.

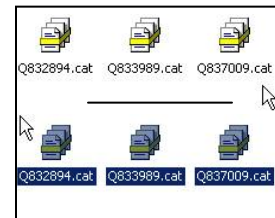Now I have moved the "Start WorkKeys Exam" file from above the "WorkKeys Registration" file, to just below it.

## *Multiple Selections*

There are two different ways to **Select** more than one file.  We'll use the **Drag & Click** method first.

To **Select** a group of files, place your cursor near one of the files and **Left click**, but continue to hold down the button.
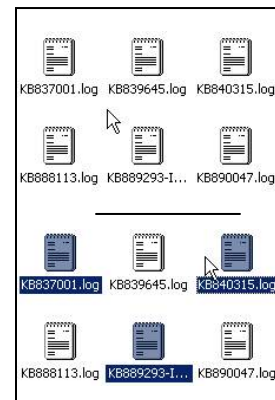
**Drag** the Mouse to highlight the files that you want **Selected**, and then release the Mouse button.

If you only want to **Select** certain files from a group, then we'll use the **Ctrl & Click** Method.

**Select** the first file that you want by **Left Clicking** on it.

Hold down the **Ctrl** key on your keyboard, and **Left Click** on the other files that you require.

So far, we've talked about:
- Selecting a file
- Accessing the files Alternate menu
- Moving a file (around the Desktop)
- Selecting a group of files
- Selecting files within a group

These are the basic Mouse movements that you will use to interact in the computer environment. All of the more advanced uses with a Mouse are derived from these basic functions.

Take some time to practice these procedures on your desktop. You will see that it will only take a few minutes to have these memorized.

**\*\*\*Bold and underlined words represent specific terminology, action, or keyboard key.**